

COUNTY OF MONO
REQUEST FOR PROPOSALS
PUBLIC DEFENSE SERVICES



Proposal Submission Deadline – November 21, 2008

Mail Proposal to: Mono County Administrative Office
PO Box 696
Bridgeport, CA 93517

GENERAL DESCRIPTION

The County of Mono invites proposals from interested attorneys or law firms to provide public defense services (including any associated investigative services) under Contract with the County. A proposed version of the Contract is attached hereto and incorporated by reference ("the proposed Contract"). Generally, such services include representation of every person determined by the Superior Court of the State of California in and for the County of Mono to be entitled to a court-appointed attorney, pursuant to relevant state statute, court rule, or constitutional provision. The contractual services are anticipated to begin on or about January 1, 2009.

County shall pay a fixed monthly rate for all services with the exception of "complex litigation" cases, which are defined in the proposed Contract as: 1) all homicide cases charged as a felony; 2) life in state prison eligible clients, with the exception of three strikes cases; and 3) other cases in which the courtroom time exceeds 35 hours.

Alternative Proposals: The County would be potentially willing to pay a higher monthly rate for a Contract that included such complex litigation as part of the fixed monthly rate and invites proposing parties who are interested in making such an alternative proposal to include the proposed higher fee for that alternative in their proposals. Note that in any event, the fixed monthly rate shall include and shall be deemed to fully compensate Contractor for any and all expenses incurred by Contractor in rendering the Contract services, with the exception of certain litigation expenses such as fees for expert witnesses, laboratory analysis, and other forensic services. (See Section IX(E) of the Proposed Contract.)

The County would prefer to contract with one attorney or firm for such services, who in turn would subcontract with other attorneys or firms as described more fully in the proposed Contract. (See Scope of Work below.) But the County is willing to accept and consider a proposal submitted jointly by more than one attorney or firm to collectively provide all of the required services under multiple, interrelated contracts with the County. The County does NOT desire and will not consider proposals to provide only a portion of the total services described in the Scope of Work.

The proposing attorney or firm and any subcontracting attorneys or firms will be required to avoid engaging in legal services or representation that would conflict with, or otherwise render them unavailable for, the services contemplated under the Contract. All attorneys must also meet the minimum qualification requirements, including requisite prior experience in certain types of cases. (See Section VI of the proposed Contract.)

SCOPE OF WORK

As described more fully in the proposed Contract, the Contracting attorney or firm ("Contractor") shall provide representational services to all eligible clients in Mono

County trial court actions or proceedings. In order to provide such services, Contractor shall subcontract with two or more other attorneys or firms to provide primary coverage and first and second conflict coverage (if necessary) in such actions or proceedings. Contractor shall provide the names of all attorneys providing representational services under the Contract to the Courts and the County, and the County shall have the right to reject any attorney who is not qualified to provide the services. In such subcontracts, Contractor shall incorporate any and all provisions of the proposed Contract that are applicable to "Contractor Attorneys" (a defined term in the proposed Contract that includes Contractor and any subcontractor attorneys) and shall require the subcontractor to comply with each and every such provision, and furthermore, the parties to the subcontract shall expressly identify the County as an intended third-party beneficiary in said subcontracts for purposes of any such provisions.

The Contractor shall also provide the services of a licensed private investigator to the extent such services are needed by any Contractor Attorney in the context of any of the representational services covered by the Contract, including but not limited to securing evidence to be used before the Courts of Mono County. The Contractor shall provide investigative services as part of the flat monthly fee to be paid by the County to Contractor; provided, however, that Investigator may bill the County for additional compensation in matters defined as complex litigation under the contract. As noted above, the invites and is willing to consider an alternative proposal in which investigative services for complex litigation cases would be included in the fixed monthly rate of compensation paid to Contractor.

SELECTION CRITERIA

The following general criteria will be used by the selection committee to determine the best-qualified professional(s) to provide said services. The County reserves the right to reject any proposals that do not comply with the Request for Proposal ("RFP") requirements set forth herein. The County shall be the sole determiner of the relative weight given any criterion. The intent is to provide eligible persons with effective legal representation, at a reasonable cost to the County. The County reserves the sole right to make this determination.

- A. The proposal and any modification is complete and timely, in conformance with this RFP. Preference will be given to proposals for a single contract to provide all services.
- B. Attorneys must be an active member of the California Bar in good standing without any prior or current history of professional discipline and shall otherwise meet the minimum qualification requirements (including requisite years of experience) set forth in Section VI of the proposed Contract.
- C. The proposed plan for delivery of services is adequate to ensure effective legal representation. Among the factors the County may consider are the quality of legal

representation, the experience of the attorneys beyond the minimum requirements, available support staff, and caseload.

- D. The Contractor has the ability to perform the contract effectively and efficiently and to provide representation in the types of cases proposed. Among the factors the County may consider are personal qualifications and successful experience providing public defense services under contract or other basis.
- E. Any other relevant considerations.
Cost to the County (proposed monthly compensation rate).

ADDITIONAL ITEMS

The County makes no representations or warranties of any kind regarding the total number of cases or the number of any particular type of case that Contractor may be required to handle under the Contract. Contractor expressly assumes that risk and shall be deemed to have done his or her own inquiry prior to submitting a proposal. Be advised that past cases are not necessarily predictors of future filings and each party to the Contract bears some risk on the number of cases.

GUIDELINES FOR SUBMITTING PROPOSALS

Proposals should be submitted in accordance with the following submission guidelines:

- A. Proposal Format:** Proposals should be typed or printed on standard 8 ½" x 11" paper. The information required must be submitted by the date and time requested. Incomplete proposals will not be considered.
- B. Provider Summary:** Prior to the Narrative Section, at the front of the proposal, all proposals must contain a concise statement of all of the following information:
 - 1. Date proposal is submitted to the County.
 - 2. Summary information for each attorney who would provide services under the Contract and any contemplated subcontract: name, bar number, physical business address, mailing address, phone number(s), year admitted to California Bar, and total years/months of relevant experience.
- C. Proposal Narrative:**
 - 1. General Qualifications: This section should include a brief summary of each attorney's overall experience, training and availability to assume the duties under this contract.
 - 2. Public Defense Qualifications: A detailed description of experience and expertise, which qualifies each attorney who would be involved in providing services under this contract and any contemplated subcontract. Please include names and phone numbers of at least two (2) persons to be contacted as references.
 - 3. Contract Understanding: A statement of assurance that the proposing party has read the proposed Contract. If the party is proposing modifications, include all that would

be required by the party prior to executing the proposed Contract. Additionally, the proposing party must include an assurance that he/she will not accept employment or provide legal services that would conflict with the services provided under the proposed Contract.

4. Practical Approach: This description should include at least the following:
 - a. A brief narrative of the proposal for delivery of services under the contract. Include the proposal for facilities, staff, division of workload, utilization of experts, investigators, etc.
 - b. A description of how the bilingual requirements of clients will be addressed.
5. Proposed Compensation: The fixed monthly rate of compensation proposed to be paid by the County to Contractor, including the rate for any alternative proposal that would include "complex litigation" in the fixed monthly rate (as described above).
6. Acknowledgment: The proposal must be signed by the attorneys providing the services under the proposal.

D. Submission Procedures/Due Date: Proposals must be received by the County no later than 5:00 p.m., November 21, 2008, in order to be considered. Please submit four (4) copies of the proposal to:

Mono County Administrative Office
Courthouse Annex 1
PO Box 696
Bridgeport, California 93517

Late proposals will not be accepted or considered. The County will not be responsible for proposals delivered to a person or location other than that specified in this RFP. Proposals will not be accepted by facsimile or electronic mail. All proposals shall be submitted in a sealed envelope, clearly marked with the title of the proposal and signed by the attorneys submitted it (on behalf of themselves or their firm, if any).

All responses to this RFP become the property of the County. The County will direct that all proposals be held confidential from parties other than the County and its selection committee, until the selection of the successful proposal (if any).

A proposal may be withdrawn at any time prior to the deadline for submitting proposals by notifying the County in writing of its withdrawal. The notice must be signed by the attorneys who submitted the original proposal. The proposing party may thereafter submit a new or modified proposal, if it is received at the County Administrative Office by the submission deadline. Modification offered in any other manner, oral or written, will not be considered.

The County reserves the right to reject all proposals. The County also reserves the right to negotiate with the successful proposing party (if any) regarding the terms and conditions of any ultimate contract with that party.

E. Questions: All questions must be in writing to receive a response. The County will maintain a written log of written questions along with the answers thereto. For copies

of the questions and answers, please contact the County Administrative Officer to be placed on the mailing list. No questions regarding this RFP will be responded to by the County if they are received after November 10, 2008.

SELECTION PROCESS

A County selection committee will review and evaluate submittals, based on the criteria listed herein. Those applicants who best meet the needs of the County will be considered for award of the contract on December 9, 2008 at which time the Board of Supervisors will consider and potentially authorize execution of a contract with the successful proposing party (if any) or authorize further contract negotiations with said party.

**CONTRACT BETWEEN COUNTY OF MONO
AND _____
FOR THE PROVISION OF PUBLIC DEFENSE SERVICES**

The County of Mono, a political subdivision of the State of California, referred to as "the COUNTY," and *****, Attorney at Law, referred to hereafter as "the CONTRACTOR," agree to the provisions of public defense services as outlined below for the period January 1, 2009 through December 31, 2012. The COUNTY and the CONTRACTOR are sometimes referred to herein collectively as "the parties."

RECITALS

- The COUNTY has a constitutionally mandated responsibility to provide public defender services.
- The COUNTY desires to have legal services performed for eligible persons entitled to public representation in Mono County by the CONTRACTOR, as authorized by law.
- The CONTRACTOR agrees to provide, and the COUNTY agrees to pay for, competent representation of clients as required by the controlling standards and rules of professional conduct.
- The COUNTY and the CONTRACTOR agree that any and all funds provided pursuant to this Contract are provided for the sole purpose of provision of legal services to eligible clients of the CONTRACTOR.

TERMS AND CONDITIONS

The parties AGREE as follows:

I. DURATION OF CONTRACT

This Contract shall commence on January 1, 2009 and terminate on December 31, 2012 unless extended or terminated earlier in a manner allowed by this Contract.

II. DEFINITIONS

The following definitions control the interpretation of this Contract:

- A. Eligible Client: Eligible client means a person who is or has been determined by the Superior Court of the State of California in and for the County of Mono (hereinafter "the Court") to be entitled to a court-appointed attorney, pursuant to relevant state statute, court rule, and constitutional provision, and who is one of the following:
1. All persons whom the Court has deemed indigent and who are charged with the commission of a misdemeanor or felony triable in any court in the County.
 2. All minors charged with a violation of Welfare and Institutions Code Section 601 or 602.
 3. All persons the Court has deemed indigent, and for whom a petition for the appointment of an LPS conservator has been filed.
 4. All persons the Court has deemed indigent seeking writs or appeals to the Superior Court in the type of cases described in this contract.

5. All persons the Court has deemed indigent and who are charged with a violation of misdemeanor probation.
 6. All persons the Court has deemed indigent and who are charged with a violation of felony probation.
 7. All persons the Court has deemed indigent and entitled to appointment of counsel in Welfare and Institutions Code Section 300 cases, and also any children who are the subject of such proceedings and who the Court has determined are entitled to appointed counsel. Note: under a separate Contract, the County currently receives compensation from the Courts for the provision of such legal services, and the County reserves the right to re-open and renegotiate the inclusion of such services in this Contract, and the compensation therefore, in the event that the courts ever refuse or cease to provide such compensation to the County.
 8. All persons the Court has deemed indigent in probate conservatorships and in which the Court appoints counsel.
 9. All persons the Court has deemed indigent and subject to extradition.
 10. All persons the Court has deemed indigent and subject to contempt.
- B. Courtroom time: Courtroom time means time during which the attorney is actually appearing before a judge or jury (including any meetings in chambers); it does not include time spent waiting in a courtroom for the case or matter to be heard.
- C. Disposition: Disposition in criminal cases shall mean:
1. The dismissal of charges;
 2. The entering of an order of deferred prosecution;
 3. An order or result requiring a new trial;
 4. Imposition of sentence; or
 5. Deferral of any of the above coupled with any other hearing on that cause number, including but not limited to felony or misdemeanor probation review, which occurs within 30 days of sentence, deferral of sentence, or the entry of an order of deferred prosecution.

No hearing that occurs after 30 days of any of the above will be considered part of case disposition for the purpose of this Contract except that a restitution hearing ordered at the time of original disposition, whether it is held in 30 days or subsequently, shall be included in case disposition. Disposition includes the filing of a notice of appeal, if applicable. Nothing in this definition prevents the CONTRACTOR from providing necessary legal services to an eligible client after disposition, but payment for such services will require a showing pursuant to the Complex Litigation paragraph below. Disposition in other cases shall mean:

In Welfare and Institutions Code Section 300 juvenile cases, upon termination of the proceedings; in Section 601 or 602 cases, upon disposition, unless there is an order for removal; or an order following a disposition hearing; in revocation of probation, a dismissal, or imposition of sentence; in all other cases, an adjudication in the trial court which constitutes a final order or judgment, unless reversed on appeal.

- D. Representational Services: The services for which the COUNTY is to pay the CONTRACTOR are representational services, including but not limited to interviews of clients and potential witnesses, legal research, preparation and filing of pleadings, negotiations with the appropriate prosecutor or other attorneys and court regarding possible dispositions, and preparation for and appearance at all court proceedings.
- E. Investigative Services: CONTRACTOR shall provide the services of a licensed private investigator ("INVESTIGATOR") as required under Business and Professions Code section 7520 and 7521, including but not limited to securing evidence to be used before the Courts of Mono County. INVESTIGATOR shall be fluent in the Spanish language or shall subcontract (at no additional cost to the County) with other licensed private investigators who are fluent to provide competent investigative services in situations where it is necessary or desirable to interview Spanish-speaking persons. INVESTIGATOR shall not perform services of a clerical or administrative nature and which do not require the services of a licensed private investigator, nor shall the INVESTIGATOR be used for the primary purpose of serving subpoenas on witnesses or custodians of record.
- F. Complex Litigation Cases: Complex Litigation refers to: 1) all homicide cases charged as a felony, 2) life in state prison eligible clients, with the exception of three strikes cases; and 3) other cases in which the courtroom time exceeds 35 hours. Note: in the latter instance of Complex Litigation involving courtroom time, the first 35 hours of courtroom time -- and any other associated services performed prior to the 36th hour of courtroom time -- shall be deemed included in the regular compensation provided through this Contract.
- G. Other Litigation Expenses: Other Litigation Expenses shall mean those expenses which are not part of the contract with the CONTRACTOR, expert witness services, language translators, laboratory analysis, and other forensic services. It is anticipated that payment for such expenses will be applied for in the appropriate courts by motion and granted out of separate funds reserved for that purpose. Payment for mitigation specialists in Capital cases is included in this category.
- H. CONTRACTOR Attorney: The term "CONTRACTOR Attorney" shall include every attorney, including CONTRACTOR and all employees of CONTRACTOR and subcontractors who perform representational services under this contract.
- I. Misappropriation of Funds: Misappropriation of funds is the appropriation of funds received pursuant to this Contract for purposes other than those sanctioned by this Contract. The term shall include the disbursement of funds for which prior approval is required but is not obtained.

III. INDEPENDENT CONTRACTOR

The CONTRACTOR is, for all purposes arising out of this Contract, an independent CONTRACTOR, and neither the CONTRACTOR nor his employees shall be deemed employees of the County. The CONTRACTOR shall complete the requirements of this

Contract according to the CONTRACTOR'S own means and methods of work, which shall be in the exclusive charge and control of the CONTRACTOR and which shall not be subject to control or supervision by the COUNTY, except as specified herein.

IV. SCOPE OF SERVICES.

- A. CONTRACTOR shall provide representational services to all eligible clients in Mono County trial court actions or proceedings. In order to provide such services, CONTRACTOR shall subcontract with two or more other attorneys or firms to provide primary coverage and first and second conflict coverage (if necessary) in such actions or proceedings. CONTRACTOR shall provide the names of all attorneys providing representational services under this contract to the Courts and the COUNTY, and the COUNTY shall have the right to reject any attorney who is not qualified to provide the services. In such subcontracts, CONTRACTOR shall incorporate any and all provisions of this Contract applicable to CONTRACTOR ATTORNEYS and shall require the subcontractor to comply with each and every such provision, and furthermore, the parties to the subcontract shall expressly identify the COUNTY as an intended third-party beneficiary in said subcontracts for purposes of any such provisions.
- B. CONTRACTOR shall also provide the services of a licensed private investigator ("INVESTIGATOR") as required under Business and Professions Code section 7520 and 7521, to the extent such services are needed by any CONTRACTOR Attorney in the context of any of the representational services covered by this Contract, including but not limited to securing evidence to be used before the Courts of Mono County. The CONTRACTOR shall provide investigative services for the flat monthly fee described in paragraph IX.G., of the Contract, provided, however, that INVESTIGATOR may bill the County for additional compensation in matters defined as COMPLEX LITIGATION under this contract. The allowance of investigative services in complex litigation cases will be determined by a court of competent jurisdiction in accordance with relevant state statute, court rule, and constitutional provisions.

V. CONTRACTOR ATTORNEYS' OFFICES, EMPLOYEES AND CONFLICT AVOIDANCE

- A. CONTRACTOR ATTORNEYS shall have physically separate offices. CONTRACTOR ATTORNEYS shall maintain an ethical and communications wall between CONTRACTOR ATTORNEYS under this contract about their respective offices and cases, to maintain the confidences of clients, and to be sensitive to the need for separation between the offices. The offices of the CONTRACTOR ATTORNEYS must operate autonomously and neither shall have access to the client files of the other. The files in the separate offices must be kept in that office. CONTRACTOR ATTORNEYS must have their own separate telephone numbers, computers, and computer hook-ups.

- B. CONTRACTOR ATTORNEYS agree not to accept compensation directly or indirectly from any source other than the COUNTY on cases assigned pursuant to this contract.
- C. CONTRACTOR ATTORNEYS shall maintain the right to have private clients outside of this Contract; provided, however, that they shall structure their private practices in such a way as to avoid any conflicts with representational services provided pursuant to this Contract.
- D. The CONTRACTOR ATTORNEYS agree that they have secured or will secure at their own expense, all persons, employees, and equipment required to perform the service contemplated/required under this Contract.

VI. MINIMUM QUALIFICATIONS FOR CONTRACTOR ATTORNEYS

- A. CONTRACTOR ATTORNEYS shall be licensed to practice law in California (i.e., shall be active members of the California State Bar), and shall be in full compliance with any applicable mandatory continuing legal education (MCLE) requirements. CONTRACTOR ATTORNEYS will maintain for inspection on their premises records of compliance with this provision.
- B. CONTRACTOR ATTORNEYS representing a defendant accused of a homicide must have served at least five years as a prosecutor, a public defender, or assigned counsel within a formal assigned counsel plan that included training, or have demonstrably similar experience, and been trial counsel and handled a significant portion of the trial in five felony cases that have been submitted to a jury.
- C. CONTRACTOR ATTORNEYS representing a defendant accused of a serious felony as defined by Penal Code section 1192.7, or of a violent felony as defined by Penal Code section 667.5, other than a homicide, must have served at least three years as a prosecutor, a public defender, or assigned counsel within a formal assigned counsel plan that included training, or have demonstrably similar experience, and been trial counsel and handled a significant portion of the trial in three felony cases, that have been submitted to a jury.
- D. CONTRACTOR ATTORNEYS representing a party in a juvenile case shall have the knowledge and experience in juvenile law as required by Welfare and Institutions Code section 317.6 and the standards established by the Judicial Council.
- E. CONTRACTOR ATTORNEYS representing a defendant accused of any other crime, or involved in a probation revocation hearing must have served at least three years as a prosecutor, a public defender, or assigned counsel within a formal assigned counsel plan that included training, or have demonstrably similar experience, and been sole trial counsel of record in twenty misdemeanor cases brought to final resolution, or been sole or co-trial counsel and handled a significant portion of the trial in three

felony criminal cases that have been submitted to a jury alone or of record with other trial counsel.

- F. Failure on the part of the CONTRACTOR ATTORNEYS to use staff with the appropriate amount of experience or to supervise appropriately his or her subcontractors shall be considered a material breach of this Contract.

VII. PERFORMANCE REQUIREMENTS

- A. CONTRACTOR ATTORNEYS shall provide quality representational services to all eligible clients to whom the CONTRACTOR ATTORNEYS are appointed by the Court, consistent with any applicable rules of professional conduct and standards of care. Specifically, the following duties and responsibilities of CONTRACTOR ATTORNEYS as appointed by the Court shall be observed:
1. Provide careful, factual and legal investigation.
 2. Take prompt action to protect client's legal rights.
 3. Make all necessary court appearances for motions, trials, adjudications, hearings, dispositions, and sentencing.
 4. Prepare for jury selections, examination of witnesses, submission of instructions, and presentation of argument at trial.
 5. Know and explore sentencing alternatives.
 6. Advise the client concerning appeals.
 7. Not accept more cases than can be competently handled.
 8. Not handle a legal matter which the CONTRACTOR ATTORNEYS know or should know that he is not competent to handle.
 9. Maintain client confidences.
 10. Keep the client informed.
 11. Comply with all standards of performance set by the Courts and rules in juvenile cases.
 12. Not accept a matter in which a conflict of interest exists of which he would be otherwise prohibited from accepting under the Rules of Professional Conduct of the State Bar.
- B. Except as provided herein, the CONTRACTOR shall maintain a full-time office open from 9:00 a.m. to noon and from 1:30 p.m. to 5:00 p.m., Monday through Friday, except holidays, in Mono County, California, and the office shall be staffed during normal business hours. CONTRACTOR ATTORNEYS, other than CONTRACTOR, need not maintain offices in Mono County, so long as they are timely available for all Court appearances, and meet all performance requirements of this Contract and of the Courts, have available office space in Mono County for interviewing and consulting with clients.
- C. CONTRACTOR ATTORNEYS shall maintain adequate office space open during normal business hours for appointments with potential eligible clients who are not in custody. CONTRACTOR ATTORNEYS shall maintain published office addresses and phone numbers and telephone answering services or devices for the taking of telephone messages during non-business hours. CONTRACTOR ATTORNEYS shall

make return calls within 24 hours of all calls from clients for which a message is left requesting a return call.

- D. In custody eligible clients shall be interviewed within 72 hours, excluding weekends and holidays, of CONTRACTOR ATTORNEY'S appointment. Out of custody eligible clients may make an appointment with CONTRACTOR ATTORNEYS who shall make available an appointment at an office in Mono County within five business days of CONTRACTOR ATTORNEY'S appointment. In all cases, CONTRACTOR ATTORNEYS shall personally speak with the client prior to the date of the first court appearance following appointment by the Court.
- E. CONTRACTOR ATTORNEYS shall keep all courts informed of the status of pending cases to which he or she has been appointed and shall advise the courts at the earliest possible time as to whether cases will be settled or go to trial, whether continuances are needed, whether or when interpreters will be needed, and other such matters bearing on the scheduling of cases before the courts.
- F. CONTRACTOR ATTORNEYS shall adequately cover all courts within the County through which services are to be provided under this contract. "Adequately cover" means generally that the business of the court is not unreasonably delayed because of the absence of/or lack of preparation of the CONTRACTOR ATTORNEYS.
- G. In the event that CONTRACTOR ATTORNEYS are unable to appear for any matter to which they have been appointed, then CONTRACTOR ATTORNEYS shall arrange for other counsel to appear on their behalf, at no cost to the COUNTY.

VIII. CONTRACTOR EVALUATION

In January of each year during the term of this Contract, and any extension thereof, commencing January 2010, the County Counsel, County Finance Director and County Administrative Officer shall meet with the CONTRACTOR and the Judges of the court to ensure that the performance standards set forth herein are being met. If upon said evaluations, the COUNTY determines that the CONTRACTOR is failing to provide competent legal services based upon the above standards, the COUNTY may terminate this Contract for good cause upon 15 days' written notice to the CONTRACTOR and fees due shall be prorated as of the date of termination.

Before this Contract is terminated for good cause, the CONTRACTOR, upon request, shall have the opportunity for a public hearing before the County Board of Supervisors, to appear personally, and by counsel, and to produce evidence. If COUNTY determines to terminate this Contract for good cause, the Board shall specify in writing its reasons for doing so, which reasons may not be arbitrary or capricious.

IX. COMPENSATION AND METHOD OF PAYMENT

- A. For services provided under this contract, COUNTY shall pay CONTRACTOR \$***** annually, for the period of January 1, 2009 through December 31, 2012, payable in monthly installments of \$*****, payable within 30 days of the month following the month in which services are provided. Payments shall be

made upon claims submitted on the standard County claim form, which shall be submitted to the Finance Director by the first Monday of each month for the prior month's services.

- B. For all Complex Litigation, CONTRACTOR ATTORNEYS and INVESTIGATOR shall be entitled to additional compensation, after completion of the first thirty-five hours of courtroom time under the contract, at an hourly rate to be determined by the trial judge after giving consideration to the complexity and/or severity of the case. Each claim shall include:
1. Name of client and case number
 2. Date and time of services shown in tenths of an hour increments
 3. Description of the representational or investigative services provided on each date

Said claims shall be submitted either by the CONTRACTOR or directly by other CONTRACTOR ATTORNEYS OR INVESTIGATOR to the Courts.

Any claim for which the above is not provided shall be deemed an insufficient claim. All claims for additional compensation shall be submitted to the Court Executive Officer within 30 days after the quarter in which services are rendered. Claims for additional compensation submitted to the Court Executive Officer more than 30 days after the quarter in which services are rendered shall be deemed waived and shall be returned to the claimant unpaid.

- C. The compensation payable under this section IX is the maximum amount which COUNTY must pay under this Contract, and the CONTRACTOR shall assume and pay all other expenses incurred in the performance of this Contract. The CONTRACTOR represents that CONTRACTOR is informed and has made its own independent investigation of the facts and circumstances surrounding the provision of public defense services in Mono County, including its own experience in providing such services and the issues involving the administration of this contract. The CONTRACTOR and COUNTY acknowledge that many factors outside the control of the parties can affect the ability of the CONTRACTOR to accurately project caseloads and work levels with certainty. Such factors as the length of time between arraignment and trial, local sentencing practices, and pleading negotiation practice are largely controlled by the courts and the prosecution. The parties recognize that during the term of this Contract, changes may occur in the operations of the County's criminal justice system which may cause additional expense to CONTRACTOR. Notwithstanding any such changes, the CONTRACTOR agrees to the compensation set forth in this Contract for services to be rendered.
- D. COUNTY shall receive all funds collected pursuant to Penal Code section 987.4, 987.6, and 987.8, Government Code section 27712, and any similar statute or Contract providing for reimbursement for the costs of legal services rendered under this Contract, and no portion of said funds inure for the benefit of any

CONTRACTOR ATTORNEY or otherwise affect the amount specified to be paid to CONTRACTOR under this contract.

- E. Other litigation expenses, as defined in section II F, shall be paid by COUNTY upon CONTRACTOR ATTORNEYS submitting a county claim form, to which shall be attached an order of the Court fixing the expenses to be paid. Each claim shall include:
1. The name of the client and case number;
 2. The date and time the services were provided, in 10th hour increments;
 3. A description of the services provided on each date.

Any claim for which the above is not provided shall be deemed an insufficient claim.

- F. CONTRACTOR ATTORNEYS shall be solely responsible for providing all utilities, photocopies, facsimiles, telephones, postage, office furniture, equipment, supplies, secretaries, clerks, staff attorneys, transportation, and other materials, services, and persons necessary to perform this Contract, except for the following: expert witnesses, language translators, laboratory analysis, other forensic services, court reporter fees, filing fees, transcript fees, witness fees, and documents produced through discovery by the County in Welfare and Institutions Code section 300 cases and documents produced through discovery by the District Attorney in Criminal and Welfare and Institutions Code section 600 cases.

X. REPORTS AND INSPECTIONS

- A. CONTRACTOR ATTORNEYS agree to submit to the COUNTY the following reports at the times prescribed below. Failure to submit required reports may be considered a breach of this contract and may result in the COUNTY withholding payment until the required reports are submitted and/or until invocation of the Corrective Action procedures in Section XIV (Corrective Action.)
- B. CONTRACTOR ATTORNEYS shall provide the County Finance Director a quarterly report of services rendered by CONTRACTOR ATTORNEYS during the previous calendar quarter. The report shall be submitted within ten working days after the end of said calendar quarter and shall include:
1. The number of cases by type to which CONTRACTOR ATTORNEYS have been appointed during that quarter.
 2. The number of open cases distinguished between misdemeanor, felony, juvenile, and other types of cases.
 3. For each case closed, the type of case (felony, misdemeanor, etc.)
 4. Disposition of cases by the following categories: Pleas, trials, diversions, dismissals, and other.
 5. The number of cases in which CONTRACTOR ATTORNEYS have declared a conflict.

- C. In addition to the quarterly report described in Section B above, CONTRACTOR ATTORNEYS shall provide the County Finance Director a monthly report of services rendered by CONTRACTOR ATTORNEYS as court-appointed counsel in juvenile dependency cases (Welfare and Institutions Code section 300 et seq.) Said reports shall include all time spent on each such case during the prior month and such other information of a non-privileged nature as the Finance Director may specify from time to time. The report shall be submitted within ten working days after the end of each calendar month.
- C. Bar Complaints: CONTRACTOR ATTORNEYS shall immediately notify the COUNTY in writing if the CONTRACTOR ATTORNEYS become aware that a complaint lodged with the State Bar Association has resulted in their public or private reproof, suspension, or disbarment. In the event of a report of a private reproof, COUNTY shall maintain confidentiality of said report to the extent permitted by law.
- D. Inspections: The CONTRACTOR ATTORNEYS agree to grant the COUNTY full access to materials necessary to verify compliance with all terms of this Contract. At any time, upon reasonable notice during business hours and as often as the COUNTY may reasonably deem necessary for the duration of the Contract and a period of five years thereafter, the CONTRACTOR ATTORNEYS shall provide to the COUNTY right of access to its facilities, to audit information relating to the matters covered by this Contract. Information that may be subject to any privilege or rules of confidentiality should be maintained by the CONTRACTOR ATTORNEYS in a way that allows access by the COUNTY without breaching such confidentiality or privilege. The CONTRACTOR ATTORNEYS agree to maintain this information in an accessible location and condition for a period of not less than five years following the termination of this Contract, unless the COUNTY agrees in writing to an earlier disposition. Notwithstanding any of the above provisions of this paragraph, none of the constitutional, statutory, and common law rights and privileges of any client are waived by this Contract. The COUNTY will respect the attorney-client privilege and attorney work-product privilege.

XI. ESTABLISHMENT AND MAINTENANCE OF RECORDS

- A. CONTRACTOR ATTORNEYS shall prepare and maintain records sufficient to enable COUNTY and the courts to determine the cost of representing each person represented by CONTRACTOR ATTORNEYS, and CONTRACTOR ATTORNEYS shall provide the court with the total time of each case upon disposition or upon request of the court or the COUNTY.
- B. Records shall be maintained for a period of five years after termination of this Contract unless permission to destroy them is granted by the COUNTY.

XII. HOLD HARMLESS AND INDEMNIFICATION

- A. The COUNTY assumes no responsibility for the payment of any compensation, wages, benefits, or taxes by the CONTRACTOR ATTORNEYS or their

employees or others by reason of the Contract. CONTRACTOR ATTORNEYS shall protect, indemnify, and save harmless the COUNTY, its officers, agents, and employees from and against any and all claims, costs, and losses whatsoever, occurring or resulting from CONTRACTOR ATTORNEYS' failure to pay any compensation, wages, benefits or taxes except where such failure is due to the COUNTY'S wrongful withholding of funds due under this Contract.

- B. CONTRACTOR ATTORNEYS agree that they are financially responsible and liable for and will repay the COUNTY for any material breaches of this contract including but not limited to misuse of Contract funds due to the negligence or intentional acts of the CONTRACTOR ATTORNEYS, their employees, representatives or agents.
- C. CONTRACTOR ATTORNEYS shall defend, indemnify, and hold harmless County, its agents, officers, and employees from and against all claims, damages, losses, judgments, liabilities, expenses, and other costs, including litigation costs and attorney's fees, arising out of, resulting from or in connection with, the performance of this Contract by CONTRACTOR ATTORNEYS, or their agents, officers, or employees. CONTRACTOR ATTORNEYS' obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless applies to any actual or alleged personal injury, death, damage or destruction to tangible or intangible property, including the loss of use. CONTRACTOR ATTORNEYS' obligation under this paragraph extends to any claim, damage, loss, liability, expense, or other costs that are caused in whole or in part by any act or omission of a CONTRACTOR ATTORNEY, its agents, employees, supplier, or anyone directly or indirectly employed by any of them, or anyone for whose acts or omissions any of them may be liable.

CONTRACTOR ATTORNEYS' obligation to defend, indemnify, and hold the County, its agents, officers, and employees harmless under the provisions of this paragraph is not limited to, or restricted by, any requirement in this Contract for CONTRACTOR ATTORNEY to procure and maintain a policy of insurance .

CONTRACTOR ATTORNEYS shall not claim, and/or do hereby knowingly and voluntarily waive, any right to defense or indemnification by COUNTY as a COUNTY employee or officer.

XIII. INSURANCE

A certificate of insurance, for all stated insurances, shall be provided to the Mono County Risk Management at least ten (10) days prior to the start of services to be performed by the CONTRACTOR ATTORNEYS. The policy/policies shall maintain a provision prohibiting the cancellation or modification of said policy except upon thirty (30) days prior written notice to the County Risk Manager.

- A. General Liability.

CONTRACTOR shall procure, and maintain during the entire term of this Contract, a policy of general liability insurance which covers all the work and services to be performed by CONTRACTOR ATTORNEYS under this Contract. Such insurance policy will have a per occurrence combined single limit coverage of not less than \$1,000,000.00. Such policy will not exclude or except from coverage any of the services and work required to be performed by CONTRACTOR ATTORNEYS under this Contract. The required policy of insurance will be issued by an insurer authorized to sell such insurance by the State of California, and having at least a "Best's" policyholder's rating of "A" or "A+." County will be named as "an additional named insured" on this policy. CONTRACTOR will provide the County a copy of the policy and a certificate of insurance showing the County as "an additional named insured" and indicating that the policy will not be terminated, canceled, or modified without thirty (30) days written notice to the County Risk Manager.

B. Business Vehicle.

If any CONTRACTOR ATTORNEY utilizes a motor vehicle in performing any of the work or services identified in Attachment A (Scope of Work), the CONTRACTOR ATTORNEY shall procure and maintain in force throughout the duration of this Contract, a business auto liability insurance policy with minimum coverage levels of \$300,000.00 per occurrence, combined single limit for bodily injury liability and property damage liability. The coverage shall include all CONTRACTOR-ATTORNEY owned vehicles and all hired and non-owned vehicles used in performing under this Contract.

C. Workers' Compensation.

Each CONTRACTOR ATTORNEY shall provide worker's compensation insurance coverage, in the legally required amount, for the CONTRACTOR ATTORNEY's employees utilized in providing work and services pursuant to this Contract. By executing a copy of this Contract, or any subcontract incorporating this Contract, CONTRACTOR ATTORNEY acknowledges its obligations and responsibilities to its employees under the California Labor Code, and warrants that CONTRACTOR ATTORNEY has complied with and will comply during the term of this Contract with all provisions of the California Labor Code with regard to its employees.

D. Professional Liability Insurance

CONTRACTOR ATTORNEYS shall provide professional liability insurance in the amount of not less than one million dollars (\$1,000,000.00) each occurrence/one million (\$2,000,000.00) policy aggregate. Proof of such insurance shall be provided to County at least ten (10) days prior to the start of any work by CONTRACTOR ATTORNEYS.

If professional liability coverage is written on a claims-made form:

1. The "retro Date" must be shown, and must be before the date of the contract of the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work.
3. If coverage is cancelled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the contract effective date, the CONTRACTOR ATTORNEYS must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

E. Deductible and Self Insured Retentions

Any deductibles or self insured retentions must be declared and approved by Mono County Risk Manager. If possible the Insurer shall reduce or eliminate such deductibles or self insured retentions as respects to Mono County, its officials, officers, employees and volunteers; or the CONTRACTOR ATTORNEY shall provide evidence satisfactory to Mono County Risk Manager guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

XIV. CORRECTIVE ACTION

If the COUNTY reasonably believes that a material breach of this Contract has occurred, warranting corrective action, the following sequential procedure shall apply:

1. COUNTY will notify the CONTRACTOR in writing of the nature of the breach.
2. The CONTRACTOR shall respond in writing within five working days of his receipt of such notification, which response shall present facts to show no breach exists or indicate the steps being taken to correct the specified deficiencies, and the proposed completion date for bringing the Contract into compliance.
3. COUNTY will notify the CONTRACTOR in writing of the COUNTY'S determination as to the sufficiency of the CONTRACTOR'S corrective action plan. The determination of the sufficiency of the CONTRACTOR'S corrective action plan will be at the discretion of the COUNTY and will take into consideration the reasonableness of the proposed corrective action in light of the alleged breach, as well as the magnitude of the deficiency in the context of the Contract as a whole. In the event the CONTRACTOR does not concur with the determination, the CONTRACTOR may request a review of the decision by the County Finance Director. COUNTY agrees that it shall work with the CONTRACTOR to implement an appropriate corrective action plan.

In the event that CONTRACTOR under this Contract does not respond to the COUNTY'S notification within the appropriate time, or the CONTRACTOR'S corrective action plan for a substantial breach is determined by the COUNTY to be insufficient, the

COUNTY may commence termination of this Contract in whole or in part pursuant to Section XV (Termination and Suspension.)

In addition, the COUNTY reserves the right to withhold a portion of subsequent payments owed the CONTRACTOR which are directly related to the breach of the Contract until the COUNTY is satisfied that corrective action has been taken or completed as described in Section IX (Compensation and Method of Payment.)

XV. TERMINATION AND SUSPENSION

- A. COUNTY may terminate this Contract in whole or in part upon 15 days written notice to the CONTRACTOR in the event that the CONTRACTOR under this contract:
1. Materially breaches any duty, obligation, or service required pursuant to this Contract;
 2. Engages in misappropriation of funds; or
 3. The duties, obligations, or services herein become illegal, or not feasible.

Before the COUNTY terminates this Contract pursuant to Section XV, the COUNTY shall provide the CONTRACTOR written notice of termination, which shall include the reasons for termination and the effective date of termination. The CONTRACTOR shall have the opportunity to submit a written response to the COUNTY within ten working days from the date of the COUNTY'S notice. If the CONTRACTOR elects to submit a written response, the County Finance Director will review the response and make a determination within ten days after receipt of the CONTRACTOR'S response. In the event the CONTRACTOR does not concur with the determination, the CONTRACTOR may request a review of the decision by the County Board of Supervisors. In the event the County Board of Supervisors reaffirms termination, the Contract shall terminate in ten days from the date of the final decision of the County Board of Supervisors. The Contract will remain in full force pending communication of the County Board of Supervisors' decision to the CONTRACTOR. A decision by the County Board of Supervisors affirming termination shall become effective ten days after it is communicated to the CONTRACTOR. CONTRACTOR understands and agrees that any such decision shall be final and binding and shall not be appealable nor otherwise subject to judicial review of any kind.

- B. CONTRACTOR reserves the right to terminate this Contract with cause with 15 days written notice should the COUNTY materially breach any duty, obligation or service pursuant to this Contract. In the event that the CONTRACTOR terminates this Contract for reasons other than good cause resulting from a material breach of this Contract by the COUNTY, the CONTRACTOR shall be liable for damages, including the excess costs of the procurement of similar services from another source, unless it is determined by the County Finance Director that (i) no default actually occurred, or (ii) the failure to perform was without the CONTRACTOR'S control, fault or negligence.
- C. In the event of the termination or suspension of this Contract, the CONTRACTOR shall continue to represent clients that were previously assigned, at an hourly rate determined by the Courts, and the COUNTY will be liable for

any payments owed for the completion of that work. The CONTRACTOR shall remit to the COUNTY any monies paid for cases not yet assigned or work not performed under the Contract. The County Finance Director may request that the CONTRACTOR attempt to withdraw from any case assigned and not completed, and in that event, CONTRACTOR shall use best efforts to so withdraw. Should a court require, after the CONTRACTOR has attempted to withdraw, the appearance of counsel from the CONTRACTOR on behalf of any client previously represented by the CONTRACTOR where such representation is no longer the obligation of the CONTRACTOR pursuant to the terms of this Contract, the COUNTY will honor payment to the CONTRACTOR upon judicial verification that continued representation is required.

- D. In the event that termination is due to misappropriation of funds, non-performance of the scope of services, or fiscal mismanagement, the CONTRACTOR shall return to the COUNTY those funds, unexpended or misappropriated, which, at the time of termination, have been paid to the CONTRACTOR by the COUNTY.
- E. Otherwise, this Contract shall terminate on the date specified herein, and shall be subject to extension only by mutual Contract of both parties hereto in writing and as provided in Section 1.
- F. The ability of the County to enter into this Contract is based upon available funding from various sources. In the event that such funding fails, is reduced, or is modified, from one or more sources, at any time during the term of this Contract County has the option without incurring any penalty or breaching this Contract to terminate, reduce, or modify this Contract, or any of its terms within ten (10) days of notifying CONTRACTOR of the termination, reduction, or modification of available funding. Upon receipt of such notice, CONTRACTOR may at its option terminate this Contract without incurring any penalty or breaching the Contract.

XVI. FINANCIAL RESPONSIBILITY

The CONTRACTOR shall remain financially solvent during the term of this Contract. Voluntary or involuntary bankruptcy proceedings by the CONTRACTOR, when not released within ten days, shall constitute a material breach of this Contract. Bankruptcy by the CONTRACTOR under this contract shall constitute a ground for termination of the Contract.

XVII. ASSIGNMENT/SUBCONTRACTING

- A. The CONTRACTOR shall not assign or subcontract any portion of this Contract without consent of the COUNTY. Any consent sought must be requested by the CONTRACTOR in writing not less than ten days prior to the date of any proposed assignment or subcontract, provided that this provision shall not apply to special appearances made on behalf of the CONTRACTOR under this Contract while they are on vacation or otherwise unavailable. Any individuals entering into subcontract (with written approval of COUNTY) shall meet all experience requirements imposed by this Contract. COUNTY shall be notified of any

subcontracts which are renewed, extended or repeated at any time throughout the Contract. This provision is not intended to prohibit another attorney from making a special appearance on behalf of the CONTRACTOR under this contract.

- B. The term "Subcontract" as used above shall not be read to include the purchase of support services that do not directly relate to the delivery of legal services under the Contract to clients of the CONTRACTOR.
- C. Each subcontractor providing services under this Contract, prior to first providing such services, shall be required to sign a contract under which, at a minimum, the subcontractor agrees to comply with and be bound by the terms and conditions of this Contract. Such contract shall be in a form acceptable to the COUNTY. A fully executed copy of such contract shall be provided to the County Finance Director before a subcontractor may begin to provide services under this Contract. The COUNTY shall have the right to interview all subcontractors before subcontractor may begin to provide services, and may reject any subcontractor which the COUNTY reasonably deems to be not qualified. Upon request of the CONTRACTOR, the COUNTY shall state in writing the reasons upon which it makes such determination, which may not be arbitrary or capricious.

XVIII. NOTICES

Whenever this Contract provides for notice to be provided by one party to another, such notice shall be in writing and addressed as follows:

If to CONTRACTOR:

If to COUNTY:

County Administrative Officer

PO Box 696

Bridgeport, CA 93517

IXX. TRANSFER OF CASES UPON TERMINATION OF CONTRACT

Upon termination of this Contract upon expiration or pursuant to Section XV, CONTRACTOR ATTORNEYS shall cooperate fully with the COUNTY and with such persons as may be designated by COUNTY to succeed CONTRACTOR in order to effect the orderly transition of legal services from CONTRACTOR to his successor. The cooperation specified in this paragraph includes, but is not limited to, the releasing of such files, papers, and records in good order as may be required in order to carry out the provisions of this contract and any subsequent Contract with a successor

CONTRACTOR and to ensure the continued adequate legal representation of persons eligible for services herein set forth.

XX. NONDISCRIMINATION

During the performance of this Contract, neither the CONTRACTOR nor any party subcontracting with the CONTRACTOR under the authority of this Contract shall discriminate on the basis of race, color, sex, religion, national origin, creed, marital status, age, sexual orientation, or the presence of any sensory, mental, or physical handicap in employment or application for employment or in the administration or delivery of services or any other benefit under this Contract, nor on any other basis prohibited by state or federal law in effect during this Contract.

The CONTRACTOR shall comply fully with all applicable federal, state, and local laws, ordinances, executive orders, and regulations which prohibit such discrimination.

XXI. CONFLICT OF INTEREST

Interest of Members of County and CONTRACTOR ATTORNEYS: No officer, employee, or agent of the COUNTY, or the State of California, or the United States Government, who exercises any functions or responsibility in connection with the planning and implementation of the program funded herein shall have any personal financial interest, direct or indirect, in this Contract, or any CONTRACTOR ATTORNEY. If required by state law or by the COUNTY's own conflict of interest code, CONTRACTOR ATTORNEYS shall comply with said laws and code, including but not limited to filing any required statement of economic interests.

XXII. MISCELLANEOUS PROVISIONS

The parties agree that this Contract is the complete expression of the terms hereto and any oral representations of understanding not incorporated herein are excluded. No other representations, covenants, undertakings or other prior or contemporaneous agreement, oral or written, respecting such matters, which are not specifically incorporated herein, shall be deemed in any way to exist or bind any of the parties hereto. The parties, and each of them, further acknowledge that they have not executed this Contract in reliance on any such promise, representation or warranty.

Both parties recognize that time is of the essence in the performance of the provisions of this Contract.

Waiver of any default shall not be deemed to be a waiver of any subsequent default. Waiver of a breach of any provision of this Contract shall not be deemed to be a waiver of any other subsequent breach and shall not be construed to be a modification of the terms of this Contract unless stated to be such through written mutual agreement of the parties, which shall be attached to the original Contract.

This Contract shall be binding upon the parties and upon their heirs, administrators, representatives, executors, successors and assigns, and shall inure to the benefit of the parties and all related persons or entities, and each of them, and to their heirs, administrators, representatives, executors, successors and assigns.

The parties hereto, and each of them, acknowledge that this Contract is executed voluntarily by all of them, without duress or undue influence on the part or on behalf of any of them. The parties further acknowledge that they have been represented by counsel with respect to the negotiation and preparation of this settlement agreement or do hereby knowingly waive their right to do so, and that they are fully aware of the contents of this Contract and of its legal effect.

The parties have jointly participated in the preparation and drafting of this Contract. Thus, any ambiguity therein shall not be construed in favor of or against either party.

EXECUTION

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE SET THEIR HANDS THROUGH THEIR AUTHORIZED REPRESENTATIVES THIS ____ DAY OF _____, _____.

COUNTY OF MONO

CONTRACTOR

By: _____

By: _____

Dated: _____

Dated: _____

Taxpayer's Identification or Social Security
Number: _____

APPROVED AS TO FORM:

County Counsel